

Collection Development Policy

For

Federal Government Documents

**Mary and Jeff Bell Library
Texas A&M University - Corpus Christi
Depository 0591D
March 27, 2002
(Policy Revised June 16, 2008)**

Preface

This document will function as the collection development policy for government documents for the Bell Library and will serve as a guide for item selections and departmental policies. This policy will be part of the library's general collection development policy and will be updated annually in May before the item selection cycle begins.

-- Drafted in Summer and Fall, 2001

-- Approved by the Library's Executive Committee in February 2002

-- Revised in March 2002.

Policy revised August 8, 2003.

Policy revised May 12, 2005.

Policy revised August 1, 2007.

Policy revised June 16, 2008.

Organization of Policy

Section 1A: Mission Statement, Background and Staffing

Section 1B: Demographic Analysis of 27th Congressional District

Section 1C: Economic Analysis of the 27th Congressional District

Section 1D: Geographic Area/Description of 27th Congressional District

Section 2: Selection Responsibility: Item Numbers, Needs and Offers, and Support Materials

Section 3: Formats

Section 4: Subject Areas and Collection Arrangement

Section 5: Selection Tools, Non-Depository Items, Retrospective Sources

Section 6: Resource Sharing and Cooperative Efforts

Section 7: Collection Evaluation

Section 8: Maintenance, Shelving and Weeding

Section 9: Access to the Government Documents Collection

Appendix 1: Documents Shelved Outside the Federal Documents Collection

Appendix 2: Government Documents Binding List

Section 1A: Mission Statement, Background and Staffing

As a depository for U.S. government publications, the mission of the Mary and Jeff Bell Library is to provide open, unimpeded access to government information in all formats. The government documents collection provides library patrons with important resources in numerous subject areas that are either unavailable from commercial publishers or are too expensive to purchase. In all areas of government information services, the library follows the Instructions for Depository Libraries and the Guidelines for the Depository Library System.

Although the depository collection is open to all members of the public, the library primarily serves the information needs of Texas A&M University – Corpus Christi and the constituency of the 27th Congressional District of Texas.

The library was designated as a selective Federal Depository in 1976 and collects approximately 48 % of the documents available through the Federal Depository Library Program.

Constituency

Texas A&M University – Corpus Christi is located in the 27th U.S. Congressional District of Texas, which includes Nueces County, Kleberg County (part), Kenedy County, Willacy County (part) and Cameron County. The other federal depository library in the 27th District is the Oliveira Library at the University of Texas – Brownsville (designated as a depository in 2001).

Note: The Jernigan Library at Texas A&M University – Kingsville, which is also a federal depository, is now located in the 15th U.S. Congressional District. (Kingsville was previously located in the 27th Congressional District.)

Historical Background

Texas A&M University – Corpus Christi was founded in 1947 as the University of Corpus Christi, which was affiliated with the Baptist General Convention of Texas. In 1971, UCC became a public university and was renamed Texas A&I – Corpus Christi, which was designated as an upper-level institution (Junior and Senior level classes) that granted undergraduate and graduate degrees. In 1977, the University was renamed Corpus Christi State University. In 1989, CCSU was merged into the Texas A&M University System, and TAMU-CC began to offer freshman- and sophomore-level classes in 1994. The University grants bachelor's, master's and doctoral degrees.

Throughout its history, Texas A&M University – Corpus Christi has been located on Ward Island.

Cataloging

The majority of the documents published after 1976 are accessible in the online catalog. The library subscribes to cataloging services from Marcive, Inc., in San Antonio. Marcive receives the item numbers that the library selects from GPO and then sends the cataloging files to the Technical Services Librarian. In turn, this librarian edits and downloads the records into the online catalog with the assistance of the Library Associate II for Government Documents (who will be subsequently referred to as the Documents Associate).

Except for superseded materials, all records are maintained to the piece level; for superseded materials, the holdings part of the catalog record states that the library retains the current edition. In addition, the catalog can be searched to generate a shelflist by Sudoc number.

(Please refer to **Section Nine** for more information on accessing the collection.)

Staffing

Government Documents Services has two staff members:

1 Government Documents Librarian

1 Library Associate II for Government Documents

Government Documents Services is divided into two primary functions:

(1) Public Services:

The Documents Librarian reports to the Associate Director for Collection Development and Reference (who will be subsequently referred to as the Associate Director). This person provides reference services for documents and is responsible for decisions concerning collection development, weeding, resource guides and web pages for government information. In addition, this person handles most of the correspondence with GPO (surveys, etc.).

(2) Technical Services and Processing:

The Documents Associate reports to the Technical Services Librarian. This person is responsible for the following duties:

- Receiving, processing and shelving documents;
- Working with the Documents Librarian to ensure that the library complies with GPO standards;

- Assisting the Documents Librarian with creating offers lists and weeding;
- Updating SuDoc classification number changes from Administrative Notes: Technical Supplement;
- Assisting the Technical Services Librarian with editing and downloading cataloging records from Marcive;
- Adding other records to the online catalog, such as PURLs; and
- Sending claims and other correspondence to GPO.

The Documents Librarian meets regularly with the Associate Director, the Technical Services Librarian and the Library Associate to discuss depository operations and services.

Section 1.B.: Demographic Analysis (Census Bureau)

	<u>1990</u>	<u>2000</u>	<u>2005</u>
General Population	566,217	664,428	676,728
Sex: Male	274,636	321,816	328,790
Sex: Female	291,581	342,612	347,938
Median Age	29.2	31.0	31.3
Number of Hispanics	374,783	468,379	479,334
% of Population that is Hispanic	66.2	70.5	70.8

Language Spoken at Home

<u>Category</u>	<u>1990</u>	<u>2000</u>	<u>2005</u>
Speak Only English	206,652	234,914	262,069
Speak Spanish or Spanish Creole	305,294	364,680	344,714

Demographics: Age

	<u>1990</u>	<u>2000</u>
	<u>1991</u>	
Age: Under 5 Years	48,507	57,207
Age: 5 to 17 Years ¹	137,088	58,102
Age: 18 to 20 Years	28,271	56,836
Age: 21 to 24 Years	31,807	57,067
Age: 25 to 44 Years	169,152	184,541
Age: 45 to 54 Years	49,721	78,929
Age: 55 to 59 Years	21,597	27,155
Age: 60 to 64 Years	21,843	23,058
Age: 65 to 74 Years	35,233	41,626
Age: 75 to 84 Years	18,231	24,792
Age: 85 Years and Over	4,767	7,701

¹ The data are broken down by different age groups in the 1990 and 2000 Decennial Census and in the 2005 American Community Survey. Please refer to Appendices 1 and 2 for more information.

Demographics: Age**2005**

Age: Under 5 years	62,226
Age: 5 to 19 years	168,951
Age: 20 to 24 years	53,501
Age: 25 to 34 years	86,64
Age: 35 to 44 years	86,065
Age: 45 to 54 years	86,781
Age: 55 to 59 years	35,652
Age: 60 to 64 years	26,843
Age: 65 to 74 years	37,127
Age: 75 to 84 years	25,400
Age: 85 years and over	5,918

Household Income for the 27th District: 1990 and 2000 Census Counts

<u>Category</u>	<u>1990</u>	<u>Category</u>	<u>2000</u>
Less than \$5,000	21,132		
\$5,000 - \$9,999	22,267	Less than \$10,000	32,809
\$10,000 - \$12,499	11,536		
\$12,500 - \$14,999	9,589	\$10,000 - \$14,999	19,456
\$15,000 - \$17,499	9596		
\$17,500 - \$19,999	8819		
\$20,000 - \$22,499	8874		
\$22,400 - \$24,999	7161	\$15,000 - \$24,999	35,191
\$25,000 - \$27,499	7437		
\$27,500 - \$29,999	6321		
\$30,000 - \$32,499	7311		
\$32,500 - \$34,999	5251	\$25,000 - \$34,000	29,511
\$35,000 - \$37,499	5711		
\$37,500 - \$39,999	4399		
\$40,000 - \$42,499	5221		
\$42,500 - \$44,999	3480		
\$45,000 - \$47,499	3864		
\$47,500 - \$49,999	2737	\$35,000 - \$49,999	33,565
\$50,000 - \$54,999	5198		
\$55,000 - \$59,999	4358		
\$60,000 - \$74,999	8368	\$50,000 - \$74,999	33,096
\$75,000 - \$99,999	4703	\$75,000 - \$99,000	15,143
\$100,000 - \$124,999	1508		

\$125,000 - \$149,999	693	\$100,000 - \$149,000	8,962
\$150,000 or more	1630	\$150,000 - \$199,999	1,844
		\$200,000 or more	2,815

Household Income for the 27th District: 2005 Counts

Less than \$10,000	34,181
\$10,000 to \$14,999	22,336
\$15,000 to \$24,999	31,813
\$25,000 to \$34,999	26,822
\$35,000 to \$49,999	34,173
\$50,000 to \$74,999	34,572
\$75,999 to \$99,999	18,780
\$100,000 to \$149,999	13,330
\$150,000 to \$199,999	3,001
\$200,000 or more	3,848

Marital Status for the 27th District

<u>Persons 15 Years and Over</u> <u>By Sex</u>	1990	2000	2005
<u>Males</u>	<u>Number</u>	<u>Number</u>	<u>Number</u>
Never Married	56,856	66,852	73,207
Now Married	121,709	138,728	136,016
Divorced	12,892	18,493	18,041
Widowed	4,501	5,641	4,828
<u>Females</u>			
Never Married	50,114	60,989	69,856
Now Married	123,793	142,830	131,685
Divorced	19,261	25,431	26,269
Widowed	23,063	25,425	22,369

Employment Data: 27th District

	1990	2000
<u>White Males (White Alone)</u>		
In Armed Forces	2,174	2,218
Civilian (Employed)	95,246	100,694
Civilian (Unemployed)	10,790	9,161
Not in Labor Force	44,488	60,866
<u>White Females (White Alone)</u>		
In Armed Forces	306	204
Civilian (Employed)	75,524	85,349
Civilian (Unemployed)	7,952	8,557
Not in Labor Force	84,452	98,542
<u>Black Males</u>		
In Armed Forces	171	258
Civilian (Employed)	2,261	2,643
Civilian (Unemployed)	420	404
Not in Labor Force	1,742	2,199
<u>Black Females</u>		
In Armed Forces	45	66
Civilian (Employed)	2249	2,508
Civilian (Unemployed)	443	394
Not in Labor Force	2485	2,433

Hispanic Males (Hispanic Alone)

	1990	2000
In Armed Forces	472	499
Civilian (Employed)	70,844	85,764
Civilian (Unemployed)	11,338	10,918
Not in Labor Force	33,426	52,073

Hispanic Females (Hispanic Alone)

In Armed Forces	53	65
Civilian (Employed)	57,594	74,425
Civilian (Unemployed)	8,139	9,586
Not in Labor Force	66,424	88,446

Employment Data: 27th District, 2005

Population in labor force	289, 361
In Armed Forces	4,475
Civilian (Employed)	262,007
Civilian (Unemployed)	22,879
Not in labor force	197,170

Health Data for Counties in the 27th Congressional District)

The Bell Library selects materials that address the health needs and issues in these counties, such as publications from specialized bureaus within the U.S. Department of Health and Human Services (National Cancer Institute, etc.). The library also uses data from the Texas Department of Health and Human Services (<http://www.hhsc.state.tx.us/research/index.html>) to assist in item number selections.

Section 1.C.: Economic Analysis of 27th Congressional District

Major industries and economies for each county:

Nueces County: Diversified economy includes petroleum processing and production; deepwater port facilities; agriculture; tourism, conventions; coastal shipping; manufacturing; and military complexes.

Cameron County: Agribusiness, tourism, seafood processing, shipping, manufacturing, and government/services.

Kenedy County: Oil, ranching, and hunting leases.

Kleberg County: Naval air station; ranch operation; chemicals and plastics; and Texas A&M University - Kingsville.

Willacy County: Oil, agribusiness, tourism, and shipping.

(Source: 2008-2009 Texas Almanac)

Minerals for each county:

Nueces County: Sand, gravel, oil and gas.

Cameron County: Natural gas and oil.

Kenedy County: Oil and gas.

Kleberg County: Oil and gas.

Willacy County: Oil and natural gas.

(Source: 2008-2009 Texas Almanac)

Agriculture for each county:

Nueces County: Grain sorghum; cotton, corn, hay, sunflowers, nursery crops. Beef cattle, hogs, goats.

Cameron County: Cotton top crop with grain sorghums, vegetables, and sugar cane raised; wholesale nursery plants raised; small feedlot with cow-calf operations; 200,000 acres irrigated, mostly cotton; and grain sorghums.

Kleberg County: Beef cattle, cotton, grain sorghum. Hunting leases.

Kenedy County: Beef cattle, horses. Hunting leases.

Willacy County: Cotton, sorghum, corn, vegetables, sugar cane; 20 percent of cropland irrigated. Livestock includes cattle, horses, goats, hogs.

(Source: 2008-2009 Texas Almanac)

Economic Census Data for 27th Congressional District

The 1997 Economic Census for each county lists the businesses and industries that are active in this district, as well as the business opportunities:

Manufacturing
Wholesale Trade
Retail Trade
Real Estate & Rental & Leasing
Professional, Scientific & Technical Services
Administrative & Support & Waste Management & Remediation Services
Health Care & Social Assistance
Arts, Entertainment & Recreation
Accommodation & Food Services

Other Industries in this district include:

Education
Military
Industrial and Environmental Cleanup
Mold cleanup

Other sources of data for business development include County Business Patterns (<http://censtats.census.gov/cbpnaic/cbpnaic.shtml>).

Note: Data from the 2002 Economic Census may be downloaded at the Census website http://www.census.gov/econ/census02/guide/02EC_TX.HTM.]

Section 1.D. Geographic Area/Description

Population Distribution in the 27th Congressional District: 2005 Census Data * denotes official 2006 estimate by Census Bureau

Total Population: 676,728

Cameron County

Total Population: 374,081

Population, Percent Change, 2000 — 2005: +11%

Brownsville (County Seat): 172,437*

Harlingen: 64,202*

San Benito: 25,005*

- 1 depository for federal documents located at UT-Brownsville

Nueces County

Total Population: 321,457

Population, Percent Change, 2000 — 2005: +3%

Corpus Christi (County Seat): 285,267

Robbstown: 12,422*

- 1 depository for federal documents located at Texas A&M University – Corpus Christi

Kleberg County (Part)

Total Population: 30,353*

Population, Percent Change, 1990 – 2000: -4%

Kingsville (County Seat): 24,394*

- 1 depository for federal documents located at Texas A&M University – Kingsville
(which is now located in the 15th Congressional District)

Willacy County (Part)

Total Population: 20,654*

Population, Percent Change, 1990 – 2000: +3%

Raymondville (County Seat): 9,574*

Kennedy County

Total Population: 402*

Population, Percent Change, 2000 — 2006: -3%

Transportation Patterns: 27th Congressional District Major Highways

- Interstate Highway 37 begins in downtown Corpus Christi and merges with U.S. Highway 281 in the southern part of San Antonio;
- U.S. Highway 77 begins south of Victoria, intersects I-37, and turns into U.S. Highway 83 in Cameron County;
- Texas Highway 44 begins in Corpus Christi and travels west to La Salle County.

Air Travel

Passenger airports are located in these cities and counties in the 27th Congressional District:

1. Corpus Christi (Nueces County)
2. Harlingen (Cameron County)
3. Brownville/South Padre Island (Cameron County)

(Source: 2001 Texas Almanac)

Ferry Operations

The Texas Department of Transportation is responsible for running a ferry service across Corpus Christi Channel. For more information, please consult the Texas Department of Transportation web site at

<http://www.dot.state.tx.us/services/maintenance/ferries/default.htm>

Transportation Data

The Texas Department of Transportation divides the 27th Congressional District into two districts; these districts, in turn, include counties outside the 27th district. These districts are:

1. Corpus Christi District (Aransas, Bee, Goliad, Jim Wells, Karnes, **Kleberg**, Live Oak, **Nueces**, Refugio, San Patricio):
2. Pharr District (Brooks, **Cameron**, Hidalgo, Jim Hogg, **Kenedy**, Starr, **Willacy**, Zapata):

General Information about each district and county is available at:

http://www.dot.state.tx.us/local_information/

Statistics for each district and county can be accessed at:

<http://www.dot.state.tx.us/apps/discos/>

Subject Selections

Based on the demographic analyses of the 27th Congressional District, the Mary and Jeff Bell Library will select government documents in the following subject areas (see **Section Four** for a more detailed analysis):

- General demographic data: Social characteristics
- Agriculture
- Arts and Humanities
- Business Opportunities, Regulations and Trade
- Climatology and Oceanography
- Civil Rights
- Credit Unions
- Criminal Justice/Law Enforcement
- Disability Policies
- Economic and Business Conditions
- Education
- Emergency Management
- Employment and Earnings Data
- Environmental Sciences
- Federal Budget and Grants
- Foreign Policy
- General Accounting Office
- General Services Administration (GS)
- Geology and Geography
- Health
- History
- Housing Issues and Policies (Federal)
- International Trade
- Laws, Regulations, and Court Decisions
- Library Services
- Military Studies
- Monetary Policy
- National Parks
- National Policies and Issues
- National Safety (Homeland Security)
- Navigation
- Nuclear Energy
- Patents and Trademarks
- Personnel Policies (Federal)
- Political Activities and Policies of the Federal Government:
 - Legislative and Executive Branches
- Postal Service

- Science and Technology Research
- Social Security
- Space Exploration
- Stocks and Investing Regulations
- Tax Forms and Policy
- Transportation
- U.S. Information Agency (IA)
- Veteran's Administration (VA)
- Workplace Conditions

Section 2: Selection Responsibility: Item Numbers, Needs & Offers, and Support Materials

The Government Documents Librarian is responsible for selecting government documents. Every year during June, the Documents Librarian updates the library's item selection profile. First, this librarian conducts a "zero-based" analysis of the available item numbers. Once a proposed list of additions and deletions to the library's profile are drafted, these lists are sent to all professional librarians in Public Services, who provide feedback in meetings and by electronic mail. In addition, the lists of proposed item number changes are sent to the other librarians for input. The final decision for item number selections, however, rests with the Government Documents Librarian.

All Needs and Offers Lists received from GPO and the Texas State Library are reviewed by the Government Documents Librarian. If the Documents Librarian identifies possible titles to add to the collection, this person consults with the Associate Director, who is responsible for ensuring that all donations comply with the library's general collection development policy. In addition, if the documents on the offers lists are significantly large in number, then the Documents Librarian consults with the Associate Director to determine spacing needs.

The requests for commercially-published reference books (Guide to U.S. Government Publications, Statistics Sources, etc.) are suggested by the Documents Librarian and approved by the Associate Director, depending on available funds from the library's budget.

Requests for other types of support materials (subscriptions to commercially-produced online databases and indexes) are submitted to the Associate Director and discussed at a general meeting of all professional librarians. Selection criteria are based on the library's collection development policies.

Section 3: Formats

The library collects materials in all major formats: paper, microfiche, and electronic (PURLs, CD-ROM, and DVDs). The microfiche are shelved and stored in cabinets next to the documents collection, and the electronic products are shelved in cabinets in the documents office.

Patrons needing assistance in viewing and copying microfiche may ask for assistance at the Reference Desk or the Periodicals Office. The Periodicals Department is responsible for maintaining the microform copiers.

Guidelines for Format Consideration

The Government Documents Librarian, in consultation with other librarians, is responsible for selecting the formats of titles if more than one format is available. However, all librarians provide input in terms of space and technical requirements. For frequently-used titles (particularly Census, data sources, and reference titles), paper is the preferred format because it is the most readily accessible and easiest to reproduce. However, many important titles (such as Congressional hearings, Federal Register and Code of Federal Regulations) are collected in microform because of limited shelving and storage capacities.

Electronic Formats

The selection factors for electronic products include:

1. The ease of loading an application onto a workstation;
2. The amount of memory on a workstation;
3. The available library staff to assist in downloading the software;
4. Printing capabilities;
5. Whether an online, web-based version is available.

The library will accommodate new and existing formats for the electronic products it receives.

In addition, the library receives CD-ROMs and DVDs in selected subject areas:

1. Census
2. Education
3. Health Statistics
4. Social Statistics/Demographics
5. Mapping
6. Economic and Trade Statistics

However, if an authenticated, web-based “online equivalent” is available for a CD-ROM or diskette, the library generally will de-select (or not select) that electronic title; instead, the library will download a link for a Persistent Uniform Resource Locator (PURL) for that site onto the library’s online catalog. Questions about a PURL’s authenticity are directed to the U.S. Government Printing Office.

Other Formats

The library does not select posters because they do not fit in with the library’s selection profile. However, if posters are included in the same item number as a map series, and that map series is considered important, then the library will receive and house those posters according to federal depository guidelines.

Section 4: Subject Areas & Collection Arrangement

Introduction

This section will outline the desired subject areas to collect; the agencies that publish in these areas; the existing collection level in each subject; the desired collection level for each subject; and the types of publications collected for each subject area.

The collection level evaluation is conducted on this ranking:

- 0 (out of scope, not collected)
- 1 (minimal)
- 2 (basic information)
- 3 (instructional support)
- 4 (research)
- 5 (comprehensive)

1. General Demographic Data: Social characteristics

Current Collection Level: 4

Desired Collection Level: 4

Note: The collection emphasis is on comprehensive data for all levels of Texas, as well as comprehensive data for the U.S. in general. Demographic data publications for other states are generally not selected. However, exceptions include publications from the Census Bureau (Census of Population and Housing, County Business Patterns, Census of Agriculture, etc.)

In addition, the data for specialized subject categories (**agriculture, business, economics, education and health**) are covered in other categories in this section.

Agency that publishes in this area:

Department of Commerce, Census Bureau: C 3.2: to C 3.301:

Types of Publications:

- Decennial Census
- Special Population Reports
- Economic Census
- Housing Surveys
- Census of Manufactures

2. **Agriculture**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: Department of Agriculture (A)

Note: Selective coverage from all major bureaus, including:

General publications (A 1.1 to A 1.47)

Forest Service (A 13.)

National Agricultural Library (A 17)

National Resources Conservation Service (A 57)

Foreign Agriculture Service (A 67.).

Specific Types of Publications:

National Agricultural Statistics Services:
<u>Agricultural Statistics:</u> A 1.47:
<u>Census of Agriculture:</u> A 92.53:
National Resources Conservation Service:
<u>Soil Surveys (Texas):</u> A 57.38/4:

3. **Arts and Humanities**

Current Collection Level: 1

Desired Collection Level: 1

Agencies that publish in this area:

Fine Arts Commission (FA)
National Endowment for the Arts (NF)

Types of Publications:

Guides and Handbooks
Research Opportunities
Historical Publications

4. **Business Opportunities, Regulations and Trade**

Current Collection Level: 3

Desired Collection Level: 3

Agencies that publish in this area:

A. Commerce Department

Bureaus:

General Publications (C 1.1-C 1.94)
Economic Development Administration (C 46.1 – C 46.30)

B. Small Business Administration (Selective Coverage): SBA 1.1 – SBA 1.52

C. Federal Trade Commission (Selective Coverage): FT 1.1 – FT 1.37

Types of Documents: Handbooks on business opportunities (domestic)
Handbooks and guides on trade regulations
Online subscriptions and products
(STAT-USA, etc.)

5. **Civil Rights**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: Civil Rights Commission (CR) (The library selects all publications from this bureau)

Equal Employment Opportunity Commission (Y 3.EQ)

Types of Publications: Reports
General Publications

6. **Climatology and Oceanography**

Current Collection Level: 4

Desired Collection Level: 5**

Agency that publishes in this area:

Department of Commerce (C)

Selective coverage of all major bureaus:

National Oceanic and Atmospheric Administration (C 55.1/2 – C 55.56)

National Weather Service (C 55.102 – C 55.137)

National Centers for Environmental Prediction (C 55.191/2 – C 55.195)

National Environmental Satellite, Data and Information Service
(C 55.201/2 – C 55.242)

National Climactic Data Center (C 55.281 – 55.287/63)

National Oceanographic Data Center (C 55.291/2 – C 55.298)

National Marine Fisheries Service (C 55.301 – C 55.346)
 National Ocean Service (C 55.401 – 55.443)
 Environmental Research Laboratories (C55.601/2 – C 55.628)
 Oceanographic and Atmospheric Research Office (C 55.702 – C 55.703)

Types of Publications: Climatological Data
 Reports and professional papers
 Digital and printed maps

7. **Communications**

Current Collection Level: 2
 Desired Collection Level: 2

Agency that publishes in this area: Federal Communications Commission (CC)

Types of publications: Reports
FCC Weekly
 General and informational publications

8. **Credit Unions**

Current Collection Level: 2
 Desired Collection Level: 2

Agency that publishes in this area: National Credit Union Administration (NCU)

Types of publications: Newsletters
 Guides and handbooks
 General and informational publications

9. **Criminal Justice/Law Enforcement**

Current Collection Level: 4
 Desired Collection Level: 4

Agencies that publish in this area:

A. Department of Justice (J:)

Note: Selective coverage from all major bureaus:

General Publications (J 1.1-J 1.8/2) (J 1.20.2 – J 1.112)
 Federal Bureau of Investigation (J 1.14/2 – J 1.14/25-5)
 Prisons Bureau (J 16.1 – J 16.33)
 National Institute of Corrections (J 16.102 – J 16.111)

Immigration and Naturalization Service (J 21.1/2 – J 21.25)
 Community Relations Service (J 23.1 – J 23.8)
 Drug Enforcement Administration (J 24.2/1 – J 24.29)
 Marshals Service (J 25.1 – J 25.15)
 Justice Assistance Bureau (J 26.1 – J 26.33)
 United States Parole Commission (J 27.1 – J 27.9)
 National Institute of Justice (J 28.1 – J 28.37)
 Justice Statistics Bureau (J 29.1 – J 29.32)
 Executive Office for the United States Attorney (J 31.2 – J 31.13)
 Juvenile Justice & Delinquency Prevention Office
 (J 32.1 – J 32.25)
 Office for Victims of Crime (J 34.2 – J 34.10/1)
 Violence Against Women Office (J 35.2 – J 35.21)

B. Executive Office of the President:

Office of National Drug Control Policy (PREX 26.1/2: - PREX 26.10:)
 Central Intelligence Agency (PREX 3.2 – PREX 3.21)

C. Department of Treasury :

Bureau of Alcohol, Tobacco & Firearms (T 70.1 – T 70.27)
 Secret Service (T 34.2 – T 34.10/2)

Types of Publications:

- Statistics on crime and other data sources
- Reports on types of crime
- Analyses of prison populations and offenders
- Firearms regulations and policies
- Immigration
- FBI and CIA publications (FBI Law Enforcement, maps, etc.)
- Police Training and Procedures
- Drug enforcement policy
- Victims of Crime

10. **Disability Policies**

Current Collection Level: 2
 Desired Collection Level: 2

Agencies that publishes in this area:

National Council on Disability (Y 3.D 63/3:)

Types of Publications:

Reports
 Data and statistics sources
 Curricula
 ERIC Documents

13. **Emergency Management**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: Federal Emergency Management Agency (FEM)

Bureaus within this agency: General Bureau (FEM 1.1: to FEM 1.27:)
 U.S. Fire Administration (FEM 1.101-FEM
 1.117/2)
 Federal Insurance Agency: Flood Insurance
 (Texas) (FEM 1.209/43:)

Types of Publications: General Reports
 Manuals
 Handbooks
 Flood Insurance Studies

14. **Employment and Earnings Data**

Current Collection Level: 3

Desired Collection Level: 3

Agencies that publish in this area:

A. Department of Labor (L)

Bureau of Labor Statistics (L 2.2-2.136)

Wage and Hour Division (L 36.202 – L 35.215)

B. Treasury Department (Internal Revenue Service) (T 22.1 – T 22.70)

Types of Publications:

Data sources (wages, employment, CPI, PPI, earnings, and compensation)
 Reports

Statistics of Income (T 22.35/2:)

15. **Environmental Sciences**

Current Collection Level: 3

Desired Collection Level: 4**

Agencies that publish in this area:

A. Environmental Protection Agency (EP)

Note: Selective coverage of all bureaus:

General Publications (EP 1.1 – EP 1.114)
 Water Office (EP 2.2 – EP 2.33)
 Air and Radiation (EP 4.1 – EP 4.31)
 Office of Air Quality Planning & Standards
 (EP 4.52 & EP 4.58)
 Office of Prevention, Pesticides, and Toxic Substances
 (EP 5.1 – EP 5.28)
 Radiation and Indoor Air (EP 6.2 – 6.14)
 Technology Transfer (EP 7.2 – EP 7.11)
 Wetlands, Oceans & Watersheds Office (EP 8.2 – EP 8.16)
 Chemical Emergency Preparedness and Prevention Office
 (EP 9.2 – EP 9.17)

B. Department of Energy

Note: Selective Coverage of All Bureaus:

General Energy Publications (E 1.1 – E 1.144)
 Federal Energy Regulatory Commission (E 2.1 – E 2.24)
 Energy Information Administration (E 3.1/2: – E 3.61)

C. Department of Interior: Reclamation Bureau (I 27.1 – I 27.82)

Types of Publications:

Professional papers and studies
 Special reports
 Toxicology reports
 Environmental Regulations
 Data sets and tables
 Digital and printed maps
 Fuel Consumption

16. **Federal Budget and Grants**

Current Collection Level: 3

Desired Collection Level: 3

Agency that publishes in this area: Management and Budget Office (PREX 2.2-2.35/2)

Types of Publications: U.S. Budget (and related publications)
Federal Grants Opportunities and Applications

17. **Foreign Policy**

Current Collection Level: 3

Desired Collection Level: 3

Agencies that publishes in this area:

A. Department of State (S)

Bureaus that publish in this area:

State Department (General) (S 1.1 – S 9.14)

International Development Agency (S 18.1/3 – S 18.69)

International Information Programs (S 20.2 – S 20.21)

Educational and Cultural Affairs Bureau (S 21.2 – S 21.15)

Arms Control and International Security (S 22.2)

Bureau of Arms Control (S 22.102 – S 22.116)

B. Executive Office of the President: Central Intelligence Agency (PREX 3.2 – 3.21)

Types of Publications: Special reports on countries and policies
Historical Documents
Treaties
Foreign Relations series
Background Notes series
World Factbook

18. **General Accounting Office** (GA)

Current Collection Level: 2

Desired Collection Level: 2

Gazetteers

21. **Health**

Current Collection Level: 3

Desired Collection Level: 3

Agency that publishes in this area: Health and Human Services (HE)Note: Selective coverage from all major bureaus.Types of Publications:

General publications from specialized bureaus
 National Library of Medicine publications
 General Reports
 Data sources

22. **History**

Current Collection Level: 2

Desired Collection Collection: 2

Agencies that publish in this area:

A. Smithsonian Institute (SI):

Selective coverage for general publications from all bureaus and museums.

B. Library of Congress (LC):

Selective coverage for general publications from all offices and bureaus.

C. Department of Interior, Indian Affairs Bureau (I 20.1/4:- I 20.68)

Types of Publications: Museum Studies and Reports
 Background reports
 Historical Documents

23. **Housing Issues and Policies (Federal)**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: Housing and Urban Development (HH)

Specific Bureaus: General Bureau (HH 1.1 to HH 1.29)
Federal Housing Administration (HH 2.1-HH 2.29)
New Communities Administration (HH 11.2)

Types of Publications: General Reports
Handbooks
Data Sources

24. **International Trade**

Current Collection Level: 3
Desired Collection Level: 3

Agencies that publish in this area: International Trade Commission (ITC 1.1 – 1.33/2:)
U.S. Trade and Development Agency
(TDA 1.1-1.16:)
Foreign Trade Zones Board (FTZ)
Overseas Private Investment Corporation (OP)
U.S. Customs Service (T 17.1 – T 17.29)

Types of Publications: Reports
Procedures
Policies and Regulations
Data Sources

25. **Laws, Regulations, and Court Decisions**

Current Collection Level: 4
Desired Collection Level: 4

Agencies that publish in this area:

A. National Archives and Records Administration, Federal Register Office:
AE 2.102: to AE 2.115:

Publications: Federal Register
Code of Federal Regulations
List of Sections Affected
Statutes at Large
Slip Laws
Public Papers of U.S. Presidents

B. Judiciary (JU:)

Agencies that publish in this area:

U.S. Circuit Courts of Appeals (JU 2.2 – JU 2.10)
 Supreme Court (JU 6.2 – JU 6.12)
 Administrative Office of U.S. Courts (JU 10.1 – JU 10.25)
 Federal Judicial Center (JU 13.1 – JU 13.18)
 U.S. Bankruptcy Court (JU 14.6)
 Federal Mediation and Conciliation Service (FM)
 National Mediation Board (NMB)
 Merit Systems Protection Board (MS)

Publications:

U.S. Reports

Decisions and Rulings
 General reports
 Data tables and reports

26. **Library Services**

Current Collection Level: 4

Desired Collection Level: 4

Agencies that publish in this area:

A. Library of Congress (LC)

Selective coverage from all bureaus and offices.

B. Government Printing Office (GP)

Complete coverage off all items numbers.

C. Joint Committee on Printing (Y 4.P 93/1: – Y 4.P 93/1: 7)

Complete coverage of all item numbers.

D. Joint Committee on the Library (Y 4.L 61/2)

Types of Publications:

Classification Schemes
 Subject Headings Guides
 Library of Congress cataloging publications
 Government Printing Office publications
 Government Information Access Policies

30. **National Policies and Issues**

Current Collection Level: 4

Desired Collection Level: 4

Agencies that publish in this area: President of the United States (PR 42.8 – PR 43.14)
 Executive Office of the President
 (PREX 1.2 – PREX 1.22)
 Vice President of the United States
 (PRVP 42.2 – PRVP 43.17)

Types of Publications: Reports
 General and Informational Publications
 Data Sources

31. **National Security (Homeland Security)**

Current Collection Level: 2

Desired Collection Level: 3**

Agencies that publish in this area:

- A. Department of Homeland Security (HS:)
- B. Office of Homeland Security (PR 43.14:)

32. **Navigation**

Current Collection Level: 3

Desired Collection Level: 3

Agencies that publish in this area:

A. Department of Defense:

Engineer Corps (Army) (D 103.1 – D 103.135)
 Naval Observatory (D 213.2 – D 213.16)

B. Department of Transportation, U.S. Coast Guard (TD 5.2 – TD 5.68)

Types of Publications: Almanacs (air, nautical and astronomical)
 Guides and handbooks on ports and waterways
 Reports

33. **Nuclear Energy**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: Nuclear Regulatory Commission
(Y 3.N 88:1 – Y 3.N 88:62)

Types of Publications: Reports
General and Informational Resources

34. **Patents and Trademarks**

Current Collection Level: 1

Desired Collection Level: 1

Agency that publishes in this area: U.S. Patent and Trademark Office
(C 21.1/2-C 21.33/2-2)

Types of Publications: General publications

35. **Personnel Policies (Federal)**

Current Collection Level: 2

Desired Collection Level: 2

Agencies that publish in this area: Office of Management and Budget
(PREX 2.2 – 2.35/2)
Personnel Management Office (PM 1.1-1.63)

Types of Publications: Reports
Policies
Handbooks

36. **Political Activities and Policies of the Federal Government: Legislative and Executive Branches**

Current Collection Level: 3

Desired Collection Level: 3

A. U.S. Congressional Committees (X: and Y: classes)

Selective coverage of numerous committees. Each selected committee addresses topics that are covered in the library's selection profile (health, employment, environment, etc.):

Joint Economic Committee (Y 3.EC 7 – Y 3 EC 7/11)
 Joint Committee on Taxation (Y 4.T 19/4 – Y 4.Y 10/4-10)
 Congressional Budget Office (Y 10.2 – Y 10.22)
 Select and Special Committees (Y 4.2 – Y 3.4)
 Special Committee on Aging (Senate) (Y 4.AG 4)
 Select Committee on Ethics (Senate) (Y 4.ET 3/4)
 Committee on Indian Affairs (Senate) (Y 4.IN 2/11)
 Select Committee on Intelligence (House) (Y 4.IN 8/18)
 Select Committee on Intelligence (Senate) (Y 4.IN 8/19)
 Committee on Appropriations (House) (Y 4.AP 6/1)
 Committee on Appropriations (Senate) (Y 4.AP 6/2)
 Committee on National Security (House) (Y 4.SE 2/1 – Y 4.SE 2/1-17)
 Committee on Armed Services (House) (Y 4.AR 5/2 – Y 4.AR 5/2-17)
 Committee on Armed Services (Senate) (Y 4.AR 5/3)
 Committee on Banking and Financial Services (Y 4.B 22/1 – Y 4.B 22/1-10)
 Committee on Financial Services (House) (Y 4.F 49/20)
 Committee on Education and the Workforce (House) (Y 4.ED 8/1 – Y.4 ED 8/1-12)
 Committee on Government Reform (House) (Y 4.G 74/7 – Y 4.G 74/9-11)
 Committee on International Relations (House) (Y 4.IN 8/16 – Y 4.IN 8/16-18)
 Committee of the Judiciary (House) (Y 4.J 89/1 – Y 4.J 89/1-16)
 Committee on the Judiciary (Senate) (Y 4.J 89/2)
 Committee on Resources (House) (Y 4.R 31/3 – Y 4.R 31/3-13)
 Committee on Transportation and Infrastructure (House) (Y 4.T 68/2 – Y 4.T 68/2-11)
 Committee on Science (House) (Y 4.SCI 2 – Y 4.SCI 2/12)
 Committee on Standards of Official Conduct (House) (Y 4.ST 2/3 – Y 4.ST 2/3-11)
 Committee on Small Business (House) (Y 4.SM 1 – Y 4.SM 1:11)
 Committee on the Budget (House) (Y 4.B 85/3)
 Committee on the Budget (Senate) (Y 4.B 85/2)
 Committee on Banking, Housing and Urban Affairs (Senate) (Y 4.B 22/1)
 Committee on Governmental Affairs (Senate) (Y 4.G 74/9)
 Committee on Finance (Senate) (Y 4.F 49)
 Committee on Foreign Relations (Senate) (Y 4.F 76/2)
 Committee on Energy and Natural Resources (Senate) (Y 4.EN 2)
 Committee on Commerce, Science and Transportation (Senate) (Y 4.C 73/7)
 Committee on Health, Education, Labor & Pensions (Senate) (Y 4.L 11/4)
 Committee on Environment and Public Works (Senate) (Y 4.P 96/10)
 Committee on Small Business (Senate) (Y 4.SM 1/2)
 Export-Import Bank of United States (Y 3.EX 7/3)
 National Commission on Libraries and Information Science (Y 3.L 61)
 Migratory Bird Conservation Commission (Y 3.M 58)
 Federal Deposit Insurance Corporation (Y 3.F 31/8)

Consumer Product Safety Commission (Y 3.C 76/3)
 Architectural and Transportation Barriers Compliance Board (Y 3.B 27)
 Federal Labor Relations Authority (Y 3.F 31/21-3)
 National Advisory and Coordinating Council on Bilingual Education (Y 3.B 49)
 United States Institute of Peace (Y 3.P 31)
 Advisory Council on Historical Preservation (Y 3.H 62)
 Marine Mammal Commission (Y 3.M 33/3)
 Occupational Safety and Health Review Commission (Y 3.OC 1)
 Tennessee Valley Authority (Y 3.T 25:1)
 Commission on Security and Cooperation in Europe (Y 4.SE 2)
 National Commission for Employment Policy (Y 3.EM 7/3)
 National Institute for Literacy (Y 3.L 71)
 Federal Elections Commission (Y 3.EL 2/3)
 United States Sentencing Commission (Y 3.SE 5)
 National Advisory Committee on Semiconductors (Y 3.SE 5/3)
 Medicare Payment Advisory Commission (MEDPAC) (Y 3.M 46/3)

Types of Publications: Regulations (ex. United States Code)
 Rulings and Decisions
 Congressional Record
 Hearings and testimonies
 Regular reports to Congress
 Special publications
 Directories
 Calendars
 Journals

B. Executive Office of the President

Bureaus that publish in this area:

General Office (PREX 1.2 to PREX 1.22:)
 Federal Coordinating Council for Science, Engineering and Technology
 (PREX 8.102 – PREX 8.111/2)
 Council on Environmental Quality (PREX 14.2 – PREX 14.8)
 Domestic Policy Council (PREX 15.2)
 Science and Technology Policy Office (PREX 23.2 – PREX 23.14)

Types of Publications: Special publications and reports on national and
 international policies and issues

C. Executive Office of the Vice President (PR)

Types of Publications: Special publications and reports on different national policies and issues.

37. **Postal Service**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: U.S. Postal Service (P 1.1 – P 1.60)

Types of publications: Reports
Handbooks and guides (ex. Zip Code directories)
General and informational publications

38. **Science and Technology Research**

Current Collection Level: 3

Desired Collection Level: 3

Agencies that publish in this area: National Science Foundation
(NS 1.1: to NS 1.61:)
National Institute of Standards and Technology
(C 13.1: to C 13.79:)
National Technical Information Service
(C 51.1: to C 51.19:)

Types of publications: Reports
Handbooks and guides
General publications

39. **Social Security**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: Social Security Administration
(SSA 1.1 – SSA 1.31)

Types of publications: Reports
Handbooks
Consumer Guides and Pamphlets

Statistical Supplements

40. **Space Exploration**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: National Aeronautics and Space Administration
(NAS 1.1/4-1.97)

Types of publications: Reports (annual and technical)
Historical publications
Guides and Handbooks

41. **Stocks and Investing Regulations**

Current Collection Level: 2

Desired Collection Level: 2

Agency that publishes in this area: Securities and Exchange Commission (SE:)

Types of publications: Summaries of Transactions and Holdings
Decisions & Reports
EDGAR Handbooks
General publications

42. **Tax Forms and Policy**

Current collection level: 3

Desired collection level: 3

Agencies that publish in this area:

A. Department of Treasury, Internal Revenue Service (T 22.1 – T 22.70)

B. United States Tax Court (JU 11.2 – JU 11.8/2)

Types of publications: Tax forms
Reports
IRS Rulings and Decisions
Internal Revenue Bulletin
U.S. Tax Court Reports

43. **Transportation**

Current Collection Level: 3

Desired Collection Level: 3

Agencies that publish in this area:

A. U.S. Department of Transportation (TD) (Excluding the Coast Guard)

Note: Selective coverage from all bureaus.

B. Interstate Commerce Commission (IC 1.25:)

Types of publications:

Reports

General and informational publications

Statistical reports

44. **U.S. Information Agency (IA)**

Current Collection Level: 1

Desired Collection Level: 1

Types of Publications:

Reports

Announcements for educators

Voice of America broadcast guides

45. **Veteran's Administration (VA)**

Current Collection Level: 2

Desired Collection Level: 2

Types of Publications:

Reports

Announcements

Guides and Handbooks

Historical publications

46. **Workplace Conditions**

Current Collection Level: 3

Desired Collection Level: 3

Agencies that publish in this area:

A. Department of Labor (L)

Section 5: Selection Tools, Non-Depository Items, Retrospective Sources

While the library updates its item number profile in June every year, the Government Documents Librarian also compiles lists of potential additions and deletions throughout the year from various sources.

Depository Items

1. List of Classes of U.S. Government Publications Available for Selection by Depository Libraries;
2. Federal Depository Library Manual, Appendix A, (“Suggested Core Collection”);
3. GPO Subject Bibliographies;
4. Core Documents of U.S. Democracy;
5. New Product Announcements;
6. Essential Titles for Public Use in Paper Format;
7. Updates in Administrative Notes: Technical Supplement;
8. Needs and Offers Lists;
9. Union List of Item Selections; and
10. Updates on the Government Printing Office’s FDLP Web sites.

FDLP Listserv

The Government Documents Librarian is required to subscribe to the FDLP listserv.

Non-Depository Items

1. GOVDOC-L and MAPS-L, which are listservs for documents and maps librarians and often include needs and offers lists and announcements and news about publications;
2. Web sites of professional organizations (ALA-GODORT, Association of Public Data Users, etc.);
3. Journal of Government Information [available through Science Direct];
4. Government Information Quarterly [available through Science Direct];
5. Documents to the People (DTTP); and
6. Direct purchases from agencies (ex. USGS), including sales catalogs and announcements on agency web sites.

Retrospective Sources

1. Needs and Offers Lists
2. Gifts and Exchange Programs (through various listservs)
3. A Descriptive Catalogue of the Government Publications of the United States, Sept 5, 1774 – March 4, 1881. (Located in General Reference)

Section 6: Resource Sharing and Cooperative Efforts

When the item selection/update cycle begins, the Government Documents Librarian compares the selected item numbers of the Bell Library to the selections of the Oliveira Library at the University of Texas - Brownsville through GPO's "Item Lister". Although the Bell Library tries not to duplicate all of the holdings of these libraries, some titles are considered essential for the immediate geographic area (Census, etc.), regardless of whether these libraries also select those materials.

Interlibrary Loans and Referrals

If the library does not own a specific title, then that document will be requested from another library. However, the Bell Library's interlibrary loan policy restricts all requests to TAMU-CC faculty, staff and students.

If the Bell Library does not own a document, and cannot request it for a patron (ex. patron is not affiliated with TAMU-CC), the Reference staff first consults Marcive's Webdocs database to determine which libraries have a particular title. Other resources for referrals include GPO's "Item Lister" and OCLC's "WorldCat."

If a patron is willing, and able, to travel to another library to use a government document, the Bell Library staff will phone that depository to confirm that the document is actually available, as well as to reserve that item for the patron.

If a patron cannot go to another depository for a document, they will be referred to their community's public library for interlibrary loan assistance.

In addition, the Bell Library responds to interlibrary loan requests for government documents.

Other Cooperative Efforts

The library participates in Texshare, which is a consortium of Texas libraries (academic, public and school) that purchases databases and participates in statewide interlibrary loan/document delivery services. Government documents requested through interlibrary loan are often sent through the Texshare courier services.

In addition, the Government Documents Librarian collaborates with other documents librarians in South Texas at conferences, such as: (1) Texas Library Association (TLA); (2) American Library Association (ALA); (3) Depository Library Conference (DLC); and (4) site visits to other institutions.

Local/Regional Documents User Groups

In addition to Texas A&M – Corpus Christi, depositories within the region include:

Texas A&M University – Kingsville (15th Congressional District)
University of Texas – Brownsville (27th Congressional District)
Texas A&M International University – Laredo (23rd Congressional District)
University of Texas – Pan American in Edinburg (15th Congressional District)

Currently, there is no regional group of documents librarians in South Texas. One of the difficulties in forming and maintaining a documents users group concerns the geographic distance between these depositories.

The depository libraries in San Antonio have formed a group called the Documents Users Group, and the depository libraries in Houston have formed a group called HANDI (Houston Area Network of Documents Information). Both of these groups meet several times a year for programming, collection development, and networking. When possible, the Documents Librarian at Texas A&M – Corpus Christi will attend the meetings of these groups.

Section 7: Collection Evaluation

When the item selection cycle begins, the Government Documents Librarian conducts a zero-based review of the item numbers and adds and deletes item numbers according to the library's selection profile and subject priorities. Also, the Documents Librarian matches the selections with the "core collections" in the Federal Depository Library Manual and other bibliographies from GPO. In addition, the Documents Librarian requests input from the other librarians on items and subject areas to consider adding or deleting from the library's profile.

Statistics

Since most of the documents can circulate, the Documents Librarian can analyze the circulation patterns of the documents collection on the online catalog according to certain criteria, such as the circulation of documents within a specific range of SuDoc numbers.

Although circulation statistics are not the only evaluation criteria for the documents collection, they can help identify documents to consider weeding.

Section 8: Maintenance, Shelving and Weeding

Shelving and Arrangement of Collection

The majority of the collection is shelved in the Federal Documents area under the Superintendent of Documents Classification System. In addition, selected paper titles are shelved in the Main Collection under the Library of Congress Classification System. (Please see **Section Nine** on the specific locations where the government documents are shelved.)

All documents are processed and marked with a property stamp, shipping date, and a SUDOC number. In addition, barcodes from Marcive are placed on the back of each document. The Documents Department is also responsible for shelving documents and shelf-reading.

Binding

Selected serial titles and the more heavily used reference titles (Census, Statistical Abstract, etc.) are integrated into the library's binding program.

Please refer to **Appendix 2** for the list of titles that are regularly bound.

Withdrawals

All documents that are more than five years old are considered candidates for weeding. Withdrawing materials from the collection is done in accordance with Instructions to Depository Libraries.

When considering which materials to weed, the Government Documents Librarian consults with other library staff in Public Services and Technical Services. Criteria for weeding include:

1. Historical Value (ex. data tables, histories, annual reports)
2. Content
3. Physical Condition
4. Currency of information or data
5. Items that are included in the Superseded List

In addition, the library follows weeding guidelines from the Texas State Library, which serves as the Regional Depository. After the Regional has examined the offers lists, they notify the library when (or if) they may dispose of those titles.

The Government Documents Librarian conducts weeding on an ongoing basis.

Superseded Materials

Some materials that are superseded with more current editions may still be retained for historical value. However, those materials will be marked as superseded with a reference to the most current edition. The catalog record holdings will list where the superseded items are shelved, as well as the location of the most current edition.

Lost/Stolen/Damaged Documents

If a document is missing from the collection, or is considered too fragile to circulate, the library will follow these steps to replace the document:

1. Examine offers lists for that title;
2. Request a photocopy of the document from the Regional or a depository that has the title (if possible); or
3. Attempt to purchase the document from the Government Printing Office or the agency that produced the document.

Section 9: Access to the Government Documents Collection

Access to Collection/Circulation

The Government Documents Collection is open for public access, and all patrons (University and general public) may check out government documents except for those titles that have reference or non-circulating status. TAMU-CC faculty, staff and students may check out documents with their TAMU-CC identification cards (“Sandollars” IDs). If a patron is member of the general public, they must present a valid driver’s license or state identification card to check out documents.

Location of Collection

The collection is shelved in multiple locations:

1. Most of the collection is shelved on the first floor in the Federal Documents section under the Sudoc classification scheme.
2. The microfiche collection is located near the documents collection on the first floor in filing cabinets and is arranged by SuDoc classification number. In addition, the library provides and maintains microform readers and copiers.
3. The “I 19:” documents and older Census materials are shelved in the Reference Annex on the second floor and are arranged by SuDoc classification.
4. Document titles at the Reference Desk are shelved under the SuDoc and Library of Congress classification schemes.
5. Certain documents are shelved in the main collection under the Library of Congress call number.
6. Certain serial titles are shelved in the Periodicals Collection on the first floor and are arranged alphabetically by title.

Please refer to **Appendix 1** for a listing of government documents that are shelved outside of the Federal Documents section.

Online Catalog

Most of the current documents (1976 to present) are cataloged and accessible through Portal, the library’s online catalog (portal.tamucc.edu). Portal has no restrictions for external (or outside) access, unlike the subscription databases, which require authentication that library users are affiliated with TAMU-CC. The catalog record indicates a document’s specific location in the building, the SuDoc Number, availability status, and, where applicable, a GPO-provided Persistent Uniform Resource Locator (PURL). In addition, all titles in GPO’s “New Basic Collection” are included in the online catalog.

The library is currently working on a project to catalog all retrospective titles in the collection, which were published before 1976.

Access to Electronic Government Information

Patrons who need assistance in using electronic products may contact the Documents staff. In addition, electronic products (CD-ROMs, DVDs) may circulate with the Government Documents Librarian's approval.

Login Access to Electronic Resources

In Fall 2000, the Bell Library implemented a policy to place Novell login screens on all public-access PCs. All TAMU-CC faculty, staff and students are given passwords at the beginning of each semester by Computer Services. However, patrons from the general community can be logged in by a Reference staff member anytime the library is open.

There are no fees for community patrons to access government information or the library's electronic resources.

Printing Policies

Beginning with the Fall 2004 semester, the University began charging all library users for printouts. However, there is no charge for emailing and downloading documents. All PCs in the public areas of the Library have CD and USB ("Flash") drives.

Reference Desk Services

The Bell Library does not have a public services desk devoted to government documents. However, patrons needing assistance in locating or using government documents may inquire at the Reference Desk. The desk operates during these hours:

Monday – Thursday: 8 a.m. – 10 p.m.

Friday: 8 a.m. – 8 p.m.

Saturday: 10 a.m. – 8 p.m.

Sunday: 12-10 p.m.

The desk is staffed by professional librarians, paraprofessionals, and one reference graduate assistant. The Government Documents Librarian works on the reference desk 10-12 hours a week, but all reference desk workers are trained in using the "core" government documents titles, such as Statistical Abstract, Census publications, and Digest of Education Statistics. Any specialized reference is directed to the Government Documents Librarian.

Commercially Purchased Indexes and Reference Titles

The library subscribes to several commercial databases, indexes and reference titles to assist patrons in finding government information:

Online Databases

1. Marcive Webdocs;
2. GPO (FirstSearch);
3. CIS Congressional Universe (Lexis-Nexis);
4. Academic Universe (Lexis-Nexis);
5. Statistical Universe (Lexis-Nexis); and
6. Public Affairs Information Services (FirstSearch)

Other Print Reference Titles

1. Guide to U.S. Government Publications (Gale);
2. United States Codes Annotated (West);
3. Shepherd's Acts and Cases by Popular Names (Shepherd's); and
4. CIS Annual Index (1970 – 1983)

The library also receives the Monthly Catalog of U.S. Government Publications as a depository item. This title is bound, with the more current volumes shelved in general reference on the first floor and the older volumes shelved in the Reference Annex on the second floor. In addition, the library provides a link to MoCat through the online catalog and on the Government Documents Services page.

Library Pathfinders

The Bell Library provides pathfinders for numerous subjects at the Reference Desk. Most of the pathfinders have a section for federal documents in that subject area, including the SuDoc number and location if the materials are available. In addition, these pathfinders include web addresses of relevant government agencies and resources.

Promotion of Collection

The government documents librarian regularly makes staff aware of new items and also maintains the “New Government Documents” shelves at the front of the library. New selections of interest are rotated at those shelves and at the reference desk. The Government Documents Librarian also conducts instruction sessions on government information for the reference staff. In addition, the use of government information is also included in library instruction.

The library also provides signage for the collection on the front door (including the required depository stickers) and custom signage that indicates where the collections are shelved.

Appendix 1:

DOCUMENTS SHELVED OUTSIDE THE DOCUMENTS COLLECTION

A. DOCUMENTS OFFICE

Administrative Notes

GP 3.16/13-2:

0556-C

Administrative Notes: Technical Supplements

GP 3.16/3-3:

0556-C

List of Classes of U.S. Government Publications

GP 3.24:

B. REFERENCE DESK

[Note: Unless other indicated, all older editions are shelved in the Federal Documents section.]

U.S. Government Manual

AE 2.108/2:

Condition of Education

ED 1.109:

Digest of Education Statistics

ED 1.326:

Uniform Crime Reports for the United States

J 1.14/7

Handbook of Labor Statistics

L 2.315:

Health United States

HE 20.6202:

Healthy People

HE 20.2:

World Factbook

PREX 3.15:

Economic Report of the President

PR 43.9:

North American Industry Classification System

PREX 2.6/2: In 27/997

Budget of the United States Government

PREX 2.8:

Congressional Directory

Y 4.P 93/1:

Dictionary of Occupational Titles

L 37.302:

Shelved under LC Classification: HB 2595 .D53 1991

Occupational Outlook Handbook

L 2.3/4:

Shelved under LC Classification: HD 8051 .A62 .D36

Statistical Abstract of the United States

C 1.34:

Shelved under LC Classification: HA 202

[Older editions shelved in General Reference]

Library of Congress Subject Headings

LC 26.7:

[Older editions shelved in Technical Services area]

C. General Reference

Handbook of North American Indians

SI 1.20/2:

Shelved under LC Classification: E 77 .H25

Statistical Abstract of the United States

C 3.145:

Shelved under LC Classification HA 202

[Note: The most current edition is shelved at the Reference Desk]

County and City Data Book

C 3.134/2:
Shelved under LC Classification: HA 202 .A36

State and Metropolitan Area Data Book
C 3.134/5:
Shelved under LC Classification: HA 202 .S84

Vital Statistics of the United States
HE 20.6210:
Shelved under LC Classification: HA 203 .A22

U.S. Industry & Trade Outlook
C 61.48:
Shelved under LC Classification: HC 101 .U54

Sourcebook of Criminal Justice Statistics
J 29.9/6:
Shelved under LC Classification: HV 6787 .S68

Public Papers of the Presidents (Bound, Cumulative Volumes)
AE 2.114:
Shelved under LC Classification: J 80 .A283

United States Statutes at Large
AE 2.111:
Shelved under LC Classification: KF 50 .U52

United States Code
Y 1.2/5:
Shelved under LC Classification: KF 62

United States Tax Court Reports
JU 11.7:
Shelved under LC Classification: KF 6280 .A2 T37

Internal Revenue Cumulative Bulletin
T 22.25:
Shelved under LC Classification: KF 6301 .A15 .I5

Physical Fitness/Sports Medicine
HE 20.111:
Shelved under LC Classification: RA 781 .P57
[Completed set]

Psychopharmacology Bulletin
HE 20.8109/2:

Shelved under LC Classification: RC 475 .P66
[Completed set]

Fisheries Review

I 49.40/2:

Shelved under LC Classification: SH 1 .S82

[Completed set]

Wildlife Review

I 49.17:

Shelved under LC Classification: SK 351 .W58

[Completed set]

Dictionary of American Naval Fighting Ships

D 207.10:

Shelved under LC Classification: VA 61 .D53

[Completed set]

RIE: Resources in Education

ED 1.310:

Shelved under LC Classification: Z 5811 .E42

[Completed set]

New Publications of the U.S. Geological Survey

I 19.14/4:

Shelved under LC Classification: Z 6034 .U49 .U55

Index Medicus

HE 20.3612:

Shelved under LC Classification: Z 6660 .I42

[Completed set – ceased publication]

D. Reference Annex (2nd Floor)

Monthly Catalog of U.S. Government Publications, 1951 - 1995

GP 3.88-9:

Shelved under LC Classification: Z1223 .A18

Decennial Census of the United States, 1970 & 1980

American Housing Survey (older editions)

U.S. Geological Survey Reports and Professional Surveys

(I 19.2: to I 19.40:)

E. Technical Services Department (1st Floor)

Library of Congress Classification
LC 26.9:

Cataloging Service Bulletin (Library of Congress)
LC 30.7/2:

F. General Collection

Country Studies (Formerly Area Handbooks)
D 101.22:

Documents Shelved in the Periodicals Area (1st Floor)

Atoll Research Bulletin

Calendars of the U.S. House of Representative and History of Legislation

Children Today

Construction Review

Economic Indicators

Employment & Earnings

EPA Journal

FAA Aviation News

FBI Law Enforcement Bulletin

FDA Consumer

Federal Probation

Federal Reserve Bulletin

Fishery Bulletin

Forum

Health Care Financing Review

Journal of Research of the National Institute of Standards and Technology

Journal of the National Cancer Institute

Major Legislation of the Congress

Marine Fisheries Review

Military Review

Monthly Labor Review

Monthly Treasury Statement

Naval War College Review

Occupational Outlook Quarterly

Parameters

Physical Fitness/Sports Medicine

Progressive Fish-Culturist

Psychopharmacology Bulletin

Public Health Reports

Public Roads

Schizophrenia Bulletin

Social Security Bulletin

State

Survey of Current Business

Appendix 2: Government Documents Binding List

[Note: In addition to this list, other titles and series may be bound on the recommendation of the Government Documents Librarian.]

Condition of Education

ED 1.109:

Crime in the United States

J 1.14/7:

Decennial Census: State and Local Parts

Digest of Education Statistics

ED 1.326:

Economic Report of the President

PR 42.9:

Employment and Earnings

L 2.41/2:

Health United States

HE 20.7042/6:

Occupational Outlook Handbook

L 2.3/4:

Sourcebook of Criminal Justice Statistics

J 29.9/6:

Statistical Abstract of the United States

C 3.145:

U.S. Government Manual

AE 2.108/2:

Uniform Crime Reports for the United States

J 1.14/7

U.S. Industry & Trade Outlook

C 61.48:

World Factbook

PREX 3.15: